

*Rec. Mgmt. 9-3*  
*Standard -*  
*Records Keeping*

RECORDS MANAGEMENT GUIDES AND STANDARDS

1. Cost To Keep 1 Cubic Foot (One Half Of A Legal Size Safe File Drawer)  
Of Records In Office Space For One Year \$ 49.48  
(SEE RECORDS MGT. STAFF FOR DETAILS)
2. Cost To Keep 1 Cubic Foot Of Records In Agency Records Center  
For One Year \$ 1.93  
(SEE RECORDS MGT. STAFF FOR DETAILS)
3. When The Reference Rate To Files Is No More Than Once Per File Drawer  
Per Month, The Records Should Be Transferred To The Records Center  
For Storage. (NATIONAL ARCHIVES AND RECORDS SERVICE)
4. Number Of Pieces Of Paper Per Cubic Foot (One Half Of A Legal Size  
Safe Drawer) 2,000  
(NATIONAL RECORDS MANAGEMENT COUNCIL, HARVARD BUSINESS REVIEW)
5. Average White Collar Worker Creates 2,000 Pieces Of Paper (One Cubic  
Foot Of Records) Per Year.  
(NATIONAL RECORDS MANAGEMENT COUNCIL)
6. Cost To Create One Cubic Foot Of Records \$2,090.75  
(SEE RECORDS MGT. STAFF FOR DETAILS)
7. The Overall Average Cost Of A Misfiled Paper Is \$ 61.23  
(RECORDS CONTROLS, INC., MANAGEMENT CONSULTANTS)
8. Estimated Number Of Misfiles Averages From 1% To 5% And 1% Is  
Considered Normal.  
(RECORDS CONTROLS, INC.)
9. Cost To Microfilm One Cubic Foot Of Records \$ 30.00  
(SEE RECORDS MGT. STAFF FOR DETAILS)
10. The Cost Of Processing And Filing Forms Is More Than 20 Times The  
Cost Of Printing Forms.

(NATIONAL RECORDS MANAGEMENT COUNCIL 1967)

11. Average Number Of 3x5 Cards Per Inch 100
12. A File Guide Card Should Be Used For Approximately Every 5-10  
Name Folders; This Increases Filing And Finding Time  
Approximately 10%
13. Number Of Tabulating Cards Per Cubic Foot 10,000
14. Number Of 3x5 Cards Per Cubic Foot 12,000
15. Number Of 1x6 Cards Per Cubic Foot 6,000
16. Number Of 5x8 Cards Per Cubic Foot 4,800
17. Floor Space Required For Filing Cabinets
  - a. Legal Size - 8 Sq. Ft.
  - b. Letter Size - 6 Sq. Ft.(INCLUDES WORKING SPACE AND AISLES)
18. File Cabinets Should Be Arranged In Facing Rows With A  
Desired Aisle Of  $3\frac{1}{2}$  Feet; In No Instance Should Width  
Of Aisle Be Less Than 3 Feet.
19. Shelf Filing, In General, Has The Following Advantages Over  
Filing In Conventional Filing Cabinets And Safes:
  - a. It Requires About 50% Less Space.
  - b. It Is About 50% Cheaper.
  - c. Reference Rates (Filing And Finding) Are About 30% Faster.
  - d. The Floor Load Is Considerably Less. (This Is Particularly  
Significant In Temporary Buildings.)
20. A Guide Card Should Be Used For Approximately Every 25 Cards  
(3x5; 1x6; 5x8).

21. Seven Letters Of The Alphabet (E; C; G; H; M; S; W) Comprise  
53% Of A Normal Name File.

22. File Nothing Before Something:

Brown, A Through Z

Browne, A Through Z

Approved For Release 2005/11/21

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(NATIONAL RECORDS MANAGEMENT COUNCIL 1957)

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23. Most records over 4 years old will be referred to less than once  
a month per file drawer

(NATIONAL ARCHIVES AND RECORDS SERVICE, G.S.A.)

24. At least one half of an Agency's records can be moved from high cost  
(office) space to low cost (records center) space.

(NATIONAL ARCHIVES AND RECORDS SERVICE, G.S.A.)

25. Files should be cut off periodically so as to make their retirement  
or disposal as easy as possible.

(NARS, G.S.A.)

RMS Files

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1			
2	DDP/RMO		
3	Copy to: Mr. [redacted]		
4	Copy to: RMS Files		
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
		X	
Remarks:			
Ed:			
In accordance with our discussion on 9 November, there is attached a list of some Records Management Guides and Standards. These are the ones that we rely upon and use most frequently; there are others which may be applicable and I'll discuss some of them with you later. The parenthetical notes under the first ten items indicate the source of the data. I did not show the source of the data in the next twelve items because it has been generally agreed to by numerous authorities.			
I'll be glad to discuss this with you anytime.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
604 1016 16th St.			11/18/60
UNCLASSIFIED			
CONFIDENTIAL			
SECRET			